

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO.: CFSA-03-97

POSITION: Secretary (Typing) DS-318-08

OPENING DATE: 06-02-03

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST

SALARY RANGE: \$28,711 - \$36,939 Per Annum

SCREENING DATE: 06-16-03

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: None

NO. OF VACANCIES: ONE

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OD, Office of the Deputy Director for Licensing and Monitoring

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed) _____

☐ This position IS in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent provides administrative and clerical support to the Deputy Director. Receives telephone calls and visitors; determines which calls can be answered personally and which should be directed elsewhere; and obtains needed background information before referring calls to the Administrator. Maintains the appointment schedule for the Deputy Director, making final commitments, referring matters to staff members when appropriate, and advising the Deputy Director of appointments and other commitments which might have a bearing on future decisions. Receives all incoming mail, establishing controls on certain items. Routes mail to Administrators, Program Managers and other staff, retaining items of special importance for the personal attention of the Deputy Director. Attaches relevant correspondence and other background information to incoming correspondence. Searches files for information to be used in replies, or requests information from the Program Managers. Also designs and completes in final form special announcements, fliers, bulletins, etc. Requisitions office supplies, equipment, and publications and performs similar office maintenance duties.

QUALIFICATION REQUIREMENTS: One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the office and of the goals, priorities, policies, and commitments of the Deputy Director to perform such tasks as assembling information to be used for reports or responses to inquiries; composing non-technical correspondence; and maintaining awareness of the clerical and administrative problems;
2. Superior customer service skills, including demonstrated ability to handle confidential information;
3. Skill in operating a typewriter or computer;
4. Superior clerical skills, including correct usage of grammar, punctuation and document formatting and
5. Demonstrated ability to handle multiple tasks simultaneously, including scheduling.

REQUIRED EVIDENCE OF TYPING PROFICIENCY: “An applicant may provide a valid unexpired Certification of Proficiency in typing in lieu of self-certification or may take and pass the typing test given by DOES, OPM, or any organization acceptable to the D.C. Office of Personnel as provided in Section 5.E. of DPM Instruction No. 8-31. Current D.C. Government employees who are applicants for positions that required typing proficiency may provide a copy of a Personnel Action (Form 1) indicating an appointment to a “Typing position in lieu of a Certification Proficiency in Typing or an Applicant Self-Certification Form. “An applicant wishing to take the DOES “Typing Performance Test” may call 1-877-319-7346 for locations.

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., (“THE ACT”) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6 th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L’Enfant Plaza, 5 th Floor Washington, D.C. 20024
<u>TO APPLY:</u>		<u>TELEPHONE:</u>	
<u>FAX TO:</u>	(202) 727-5750		(202) 724-7373

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
